

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CONVENIENCE CENTER ATTENDANT**

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### PURPOSE OF CLASSIFICATION

The purpose of this job is to perform general/manual work associated with operation of solid waste convenience centers. Duties and responsibilities include assisting the public with refuse disposal, directing separation of disposable/non-disposable materials, cleaning/maintaining compactor areas and convenience center facilities, operating compactors, monitoring content levels on containers, providing information and assistance, and performing other tasks as assigned. Reports to Solid Waste/ Landfill Director.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Opens/closes solid waste convenience center each day, following established procedures; secures premises.

Assists the general public with disposal of refuse at convenience center; provides information and guidance concerning proper separation of refuse and disposal procedures.

Assesses materials brought into convenience center; identifies nature of materials; determines whether materials are appropriate to be disposed of at convenience center; explains options for disposal of hazardous materials, toxic materials, or otherwise non-disposable materials; directs customers with non-disposable materials to landfill or elsewhere as appropriate.

Directs customers in the proper separation of disposable materials; monitors activities to ensure placement of materials into appropriate bins.

Provides status reports pertaining to convenience center operations to appropriate personnel; reports compactor gauge readings, damages, problems, or other matters to supervisor; contacts truck drivers for pickup of full bins; reports unauthorized dumping, accidents, damages, fires, or other problems to supervisor or other officials as appropriate.

Operates a compactor to compact household garbage and other refuse; monitors operations and condition of compactor to measure level of contents, prevent overflowing of materials, and identify potential mechanical problems; operates/maintains fire extinguisher to extinguish small fires as needed.

Cleans/maintains areas around trash bins and compactors; cleans/maintains convenience center building and related facilities.

Performs various manual tasks associated with convenience center operations and maintenance, which may include picking up debris/litter, sweeping/raking ground surfaces, cutting grass, applying salt to road surfaces, and lifting bins.

Operates a variety of equipment, machinery and tools associated with department activities, which may include a compactor, weed eater, debris blower, fire extinguisher, shovel, rake, hose, broom, or vacuum cleaner.

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Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Directs traffic within convenience center as needed.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, hazardous materials identification guides, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 2 months previous experience and/or training involving solid waste disposal, manual work, or general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Include judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards. Require the ability to interact with the public and fellow employees in a courteous and professional manner using verbal/nonverbal cues to include voice tone and mannerisms.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Monitoring center activity

**Surface:** Smooth

**Estimated Total Hours:**   7   **Maximum Continuous Time:**   2  

**2. SITTING**

**Tasks:** Very little

**Estimated Total Hours:**   1   **Maximum Continuous Time:**  30 minutes 

**3. LIFTING/CARRYING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Adjusting materials in containers

**Height of hands above floor during push:** 6 feet

**5. CLIMBING**

**Tasks:** Adjusting loads

**Device:** Containers

**Height:** 6 feet

**Frequency:** Daily

**6. BENDING/SQUATTING/KNEELING**

Tasks: Picking up trash

Frequency: Daily

**7. REACHING**

Tasks: Adjusting loads

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Hourly	1 minute	10 lbs
21-36"	Both	Hourly	1 minute	10 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	10 % of time
Outside	90 % of time

**9. OTHER JOB DEMANDS**

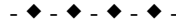
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date